

DELAWARE JUDICIARY
NON-MERIT POSITION
POSTING NUMBER – AOC0106N06

OPENING DATE: 1/27/06

CLOSING DATE: 2/13/06

JOB TITLE: **Social Service Specialist II****
(Collections Officer for the Courts)

SALARY RANGE: \$25,619 Min. – \$32,024 Mid. PG/8*

LOCATION: Office of State Court Collections Enforcement
Pine Street
Wilmington

*Salary applicable for this position is based upon the qualifications of the individual applicant.

**Position may require some statewide travel.

SUMMARY STATEMENT:

A class incumbent is involved in social services work ensuring that adult and juvenile offenders comply with repayment of court-ordered assessments such as victim's compensation, restitution, fines, court costs and fees. Work consists of interaction with offenders, judicial officers, probation and parole officers, and other state, federal and/or financial agencies to locate offenders, obtain updated personal and financial data, assess ability to pay, develop payment plans, and enter data into an automated case management system. In addition, a class incumbent accepts payments, prepares, posts and makes deposits to financial institutions and contacts/counsels offenders who are delinquent in complying with their payment plans. Lastly, a class incumbent also identifies and refers offenders chronically delinquent in complying with their payment plans for appropriate sanctions, including appearing at contempt hearings.

MINIMUM QUALIFICATIONS: Applicants must show in the application, education, training and/or experience in **each** of the following areas. **Failure in any one area will result in a rating of "Not Qualified"**. (Resumes, transcripts, and training certificates may be included as supporting documentation. Resumes **may not be substituted** for the application.)

1. Experience in the methods and techniques of interviewing and counseling, particularly as it relates to confidential/sensitive information.
2. Knowledge of casework principles and practices
3. Knowledge of methods and techniques of accounting.
4. Ability to communicate effectively.

ADDITIONAL REQUIREMENT: Participation in Direct Deposit is a mandatory condition of employment with the State of Delaware effective January 1, 1996.

SPECIAL REQUIREMENT: ABILITY TO OBTAIN SECURITY CLEARANCE AS ISSUED BY STATE BUREAU OF IDENTIFICATION.

APPLICATIONS OBTAINED FROM AND RETURNED TO:

ADMINISTRATIVE OFFICE OF THE COURTS
500 N. King Street, Suite 11600
Wilmington, DE 19801-3734
SLC N210B

OR

Human Resources Office
Employment Services
401 Federal Street
Suite 5
Townsend Building
Dover, DE 19901
www.delawarestatejobs.com.

Human Resources Office
Employment Services
Carvel State Office Building
820 N. French Street
Wilmington, DE 19801

Human Resources Office
DTCC - Owens Campus
Georgetown, DE 19947

THE STATE OF DELAWARE
AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

THIS IS A CRIMINAL JUSTICE AGENCY; REVIEW OF THE APPLICANT'S
CRIMINAL HISTORY RECORD MAY BE INCLUDED AS A PART OF THE HIRING
PROCESS.

**ACCOMMODATIONS ARE AVAILABLE FOR APPLICANTS WITH
DISABILITIES IN ALL PHASES OF THE APPLICATION AND EMPLOYMENT
PROCESS. PERSONS WITH DISABILITIES ARE ENCOURAGED TO CALL (302-
255-2515) TO REQUEST AN AUXILIARY AID OR SERVICE.**

FOR ADDITIONAL INFORMATION CHECK ONLINE [HTTP://COURTS.STATE.DE.US](http://courts.state.de.us) .